

Agenda

SVHNS Joint Consultative Committee

Date: Monday 23rd October 2023
Time: 2pm – 3pm
Venue: Microsoft Teams Meeting

Attendees:

Position Vacant	Workplace Relations Manager
Ms Anna Thornton	Executive Director Nursing
Mr Chris Ball	<i>Interim</i> Executive Director Quality Performance & Improvement
Mr Gerry Carr	Senior People & Culture Manager
Ms Katelyn Forster	<i>Acting</i> Executive Director Strategy, Planning & Partnerships
Mr Kevin Luong	Executive Director Medical Services
Ms Laura Aussel	<i>Acting</i> People & Culture Manager
Ms Linda Patat	<i>Interim</i> Chief Operating Officer
Ms Margaret Lazar	Executive Director Allied Health
Mr Rio Pun	<i>Acting</i> Executive Director of People & Culture (Chair)
Mr Randall Millington	HSU Representative
Ms Elishka Skelding	ASMOF Industrial Officer
Deanne Irwin	SVHNS, HSU Delegate
Damien-Davis Frank	SVHNS, NSW NMA Delegate
Tully Palmer	SVHNS, NSW NMA Delegate
Scarlett McAlary	SVHNS, NSW NMA Delegate
Mark Murphy	NSW NMA Representative

Apologies: Chris Ball, Margaret Lazar (Delegate – Alexis McMahon)

Chair: Rio Pun, *Acting* Executive Director of People & Culture

Agenda Items		
	Safety Briefing	Chair
Acknowledgement		
We acknowledge the Gadigal people of the Eora nation, the traditional custodians of the lands on which we are meeting today. We acknowledge that they have occupied and cared for these lands over countless generations, and we celebrate their continuing contribution to the life of this region.		
No	Item	Responsible
1.	Previous Minutes & Actions from Wednesday 26 th August 2023	Chair
2.	General update <ul style="list-style-type: none"> Hospital Performance 	Linda Patat
3.	SVHNS Covid update	Kevin Luong (Duty HSFAC)
4.	HR update	Rio Pun
5.	Terms of reference – <i>For Endorsement</i>	All
6.	Other business	All
	Next meeting date: Monday 11 th December 2023, 2:30pm – 3:30pm	For information

Minutes

SVHNS Joint Consultative Committee

Date: Monday 28 August 2023
Time: 2:00pm - 3:00pm
Venue: Microsoft Teams Meeting

Attendees:

<i>Position Vacant</i>	Workplace Relations Manager
Ms Anna Thornton	Executive Director Nursing
Mr Chris Ball	<i>Interim</i> Executive Director Quality Performance & Improvement
Mr Gerry Carr	Senior People & Culture Manager
Ms Katelyn Forster	<i>Acting</i> Executive Director Strategy, Planning & Partnerships
Mr Kevin Luong	Executive Director Medical Services
Ms Laura Aussel	<i>Acting</i> People & Culture Manager
Ms Linda Patat	<i>Interim</i> Chief Operating Officer
Ms Margaret Lazar	Executive Director Allied Health
Mr Rio Pun	<i>Acting</i> Executive Director of People & Culture (Chair)
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Deanne Irwin	SVHNS, HSU Delegate
Damien-Davis Frank	SVHNS, NSW NMA Delegate
Tully Palmer	SVHNS, NSW NMA Delegate
Scarlett McAlary	SVHNS, NSW NMA Delegate
Mr Mark Murphy	NSW NMA Representative

Apologies: Kevin Luong (Delegate – Christian Ghan), Deanne Irwin

Guests: Laura Cheung – People & Culture Business Partner

Chair: Rio Pun, *Acting* Executive Director of People & Culture

Agenda Items		
	Safety Briefing	Chair
Acknowledgement		
We acknowledge the Gadigal people of the Eora nation, the traditional custodians of the lands on which we are meeting today. We acknowledge that they have occupied and cared for these lands over countless generations, and we celebrate their continuing contribution to the life of this region.		
No	Item	Responsible
1	<p>Previous Minutes & Actions:</p> <p>The Chair opened the Joint Consultative Committee meeting at 2:02pm with a safety briefing and acknowledgement to the traditional owners of the lands on which we were meeting. The minutes from the previous JCC meeting held on 26 June 2023 were considered and accepted as a true record.</p> <p>Accepted by: Margaret Lazar Seconded by: Gerry Carr</p>	Chair
2	General Update:	Linda Patat

	<ul style="list-style-type: none"> • Hospital Performance: <ul style="list-style-type: none"> - L Patat provided an update on the end of Finance Year for the network noting the team has done well finishing the year and beginning the New Year. - From a Hospital Performance view there are stable presentation numbers in the Emergency Department and there has been no intense winter period this year. - Transfer of Care (TOC) numbers are improving, averaging in low 70s and over the last 6 weeks the numbers have been in 80s and last few days in 90s. And this has been a result of the organisation working on improvement initiatives to assist with length of stay, time of discharge and flow in the system. - TOC KPIs – Previously averaged in low 70% in a three month period. Over the last 6 weeks, there has been more weeks where the organisations number have been in the 80% and more days in the 90s, stabilisation of the percentages in the last weeks. - L Patat noted the team have done an amazing job working through the backlog of patients that were delayed for elective surgery throughout the covid period. - Elective surgery KPIs – Average long wait number of patients has decreased from a three digit number to 53 (as of today) and on track to be down to 20 by early December 2023. - The organisation's approach to '<i>No long waits by December</i>' is strong, there is only one speciality area that is a challenge however the team are looking at ways to address this. 	
	<ul style="list-style-type: none"> • Surgical Recovery Program <ul style="list-style-type: none"> - C Ball noted this agenda item was previously included as over the last Financial Year we were aiming to increase our Elective Surgery numbers to meet the significant demand that was created due to overdue patients throughout covid. The organisation delivered 800 more surgical procedures in the last financial year than what we delivered 2018/2019, this is 20% increase in surgery. - C Ball requested for this agenda item to be removed going forward as it will be able to be address in <i>Hospital Performance</i>. The committee had not objections for this. <p><i>ACTION – Surgical Recovery Program to be removed as an agenda item going forward.</i></p>	Chris Ball
3	<p>SVHNS Covid update:</p> <ul style="list-style-type: none"> - Duty HSFAC, Chris Ball informed the committee that NSW Health will move from Amber Level to Foundational Level effective 30th August 2023. Due to winter receding, B influenza and other acute respiratory infections reducing. The main change is the use of surgical masks when in a hospital, we will move from masks being worn by all as a standard approach to a risk base approach in the hospital for patients, staff and visitors. - Covid-19 activity is trending down as per below: <ul style="list-style-type: none"> • 14 x staff currently furloughed with 13 of them Covid-19 positive, all community transmission. • 3 x Covid-19 patients on inpatient wards (CCU, X8N & Caritas) • 1 x SCovid patient on X8N. 	Chris Ball (Duty HSFAC)

4	<p>HR update:</p> <ul style="list-style-type: none"> • SJH Decommissioning: <ul style="list-style-type: none"> - Decommissioning date has changed from mid-September 2023 to early November 2023 to allow for the formalisation of our partnership with Western Sydney Local Health District (WSLHD). - WSLHD P&C team are on site at SJH meeting with staff members, one on one. - R Pun noted the cancellation of the USCC meeting last week, this was due to the amount of apologies received from WSLHD therefore would not allow the team to provide a robust update on the Decommissioning Plan. The recent minutes however will be circulate later today. • Salary increases: <ul style="list-style-type: none"> - HSU & ASMOF to be processed in the next pay cycle. - Nurses association – Nurses at St Vincent's will have their 4% pay increase processed in the pay cycle after it is consented by the Ministry of Health. This is currently before the IRC. • Staffing changes: P&C Team: <ul style="list-style-type: none"> - Amy France & Sofia Bahas, from the Workplace Relations & Industrial Relations Team have both left the P&C Team. - Recruiting is currently in process. However in the meantime Ellen Davis who works at SVHA Group office is currently assisting the team. - New HR Business Partners have commenced in the team. • General: <ul style="list-style-type: none"> - The likelihood of the Ministry of Health releasing a schedule for the proposed rollout in October of the Government's "Safe Staffing" levels for the PHS (relevant areas for SVHNS would be ED's, ICU's & conversion of NHPPD units to "nurse to patient" ratios), M Murphy requested if SVHNS be looking at bargaining to update the current EA to reflect what these enforceable staffing arrangements would look like at the relevant sites. - G Carr advised that NSW Health and Nurses & Midwives Association are back in the NSW ICR to look into a number of items including staffing levels. In terms of SVHNS usual practice when advised by NSW Health and after the award has been varied by NSW IRC we then process the relevant wage increases with all Enterprise Agreements. The organisation will need to wait until the finality of these prior to determining the steps forward. - M Murphy noted that the current Nursing Enterprise Agreement is out of date and requested SVHNS to advise the actions they are taking to make it current. G Carr ensured the committee that the renewal of the Enterprise Agreement is an ongoing process. The Nursing Agreement is on the agenda for renewal working towards having it completed by end of calendar year. 	Rio Pun
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5	<p>Terms of Reference (TOR):</p> <ul style="list-style-type: none"> - TOR has been taken as read. - There was no objections from the committee regarding the contents of the TOR during the meeting. - Out of session – M Murphy requested a few changes, these have been added and a tracked updated TOR will be tabled at the next meeting for endorsement. 	All
6	<p>Other business</p> <ul style="list-style-type: none"> - An update on the Cahill Cator building was provided; <ul style="list-style-type: none"> • Final business case has been submitted. • There will be a Financial Impact Statement meeting with the Ministry of Health. • Advocacy & Lobbying efforts are in full swing and strongly supported by the SVHA Board, the Curran Foundation and other key leaders and advocates within Government <p>The meeting closed at 2:41pm.</p>	All
	Next meeting date: Monday 23 rd October 2023, 2pm – 3pm	For information

Action Log

Date	Details	Assigned	Progress
28/08/2023	Surgical Recovery Program to be removed as an agenda item going forward.	SW	
28/08/2023	SVHNS to provide Randall Millington high level numbers and classifications of vacancies at SJH.	RP	
26/06/2023	SVHNS to provide a copy of the affective letter to Randall Millington.	RP	Closed
26/06/2023	SVHNS to provide date of when the decision to decommission SJH was made.	RP	Closed
26/06/2023	Provide the date SVHA Board made the decision on the decommissioning of SJH to Elishka Skelding.	RP	Closed
24/04/2023	Provide a high-level copy of the staged rollout plan for the SafeZone implementation to Randall Millington. 26/06/23 – Document attached with meeting minutes from April meeting.	DLL	Closed
24/04/2023	Extend an invitation to Jodi Gough to the Reasonable Workloads Committee the provide terms of reference.	SA	Closed
24/04/2023	Table NSWNMA trade union leave entitlements for awareness and discussion at local NUM meeting.	SA	Closed
24/04/2023	Formalise meeting with ASMOF to confirm TESL eligibility.	KL	Closed
27/02/2023	Confirm the number of non-nursing HSR's being considered for SAS, PECC, PANDA and ED. 24/04/23 - RP confirmed that there are no requests from HSU members or non-nursing HSR's from the above stated areas. In ED, a nursing specific work group has been formed and 3 nursing specific HSRs will be appointed. RM to check in with members and see if they have been made aware of the HSR process.	RP	Closed
27/02/2023	ED to provide a safe median trigger number for inclusions to Escalation Plan 24/04/23 – SA confirmed the team have provided this.	DDF	Closed
27/02/2023	Email Ms Jodi Gough a copy of SVHNS Hospital Escalation Plan once published.	AT	Closed
27/02/2023	Confirm and email Ms Jodi Gough fit testing arrangements for new graduates. 24/04/23 – JG confirmed action item closed.	AT	Closed
27/02/2023	Email Mr Randall Millington a vacancy report of HSU-related classifications. 24/04/23 – Vacancy report sent to RM.	RP	Closed

Attendance Record

Name Title	27/02/23	24/04/23	26/06/23	28/08/23	23/10/23	10/12/23
Rio Pun (Chair) <i>Acting</i> Executive Director People & Culture	Y	Y	Y	Y		
Anna Thornton Executive Director Nursing	Y	D – Shiraz Abdullah	Y	Y		
Chris Ball Interim Executive Director Quality Performance & Improvement (ED PSQ & ED I&I formed into one department)	AP	-	Y	Y	AP	
Damien-Davis Frank NSW NMA Staff Representative	Y	-	-	Y		
Deanne Irwin HSU Staff Representative	Y	-	AP	Y		
Elishka Skelding ASMOF Industrial Officer		Y	Y	Y		
Gerry Carr Senior People & Culture Manager	Y	Y	Y	Y		
Jodi Gough NSW NMA Representative	Y	Y	-	-		
Katelyn Forster <i>Acting</i> Executive Director Strategy, Planning & Partnerships	Y	Y	AP	Y		
Kevin Luong Executive Director Medical Services	AP	Y	Y	D – Christian Ghan		
Laura Ausseil <i>Acting</i> People & Culture Manager	Y	Y	Y	Y		
Linda Patat Chief Operating Officer (Old ED Acute Care Services role)	Y	Y	Y	Y		
Margaret Lazar Executive Director Allied Health	Y	D – Melissa Armstrong	Y	Y	D – Alexis McMahon	
Mark Murphy NSW NMA NSW NMA	-	-	-	Y		
Michelle Picone ASMOF Industrial Officer	AP					
Tully Palmer NSW NMA Staff Representative	-	-	-	-		
Scarlett McAlary NSW NMA Staff NSW NMA	-	-	-	-		
Randall Millington HSU Representative	Y	Y	Y	Y		
Role is not current anymore Executive Director Integrated Services	Y	Y				
Position Vacant Acting Workplace Relations Manager	Y	Y	Y			
HSU Guest invite: Josh Dodsworth			Y			

ST VINCENT'S HEALTH NETWORK SYDNEY

Joint Consultative Committee (JCC)

Effective Date: ~~August~~ October 2023

Review Date: ~~August~~ October 2024

RECEIVES REPORTS FROM	Various groups upon request.
PURPOSE	The JCC is a forum for consultation and discussion between St Vincent's Health Network Sydney (SVHNS) and health unions (Health Services Union, NSW Nurses and Midwives' Association and ASMOF).
RESPONSIBILITIES	<p>The JCC will:</p> <ul style="list-style-type: none"> • Discuss corporate strategies and organisational change • Consult on issues that will have an impact on employees at large • Consult on issues of implementation of policy and organisational change • Attempt to resolve issues, difficulties and disputes which may arise in relation to any of the above matters, where it is reasonable and appropriate to do so <p>The JCC will not participate in industrial matters that are being handled through ordinary negotiations or dispute procedures between management, unions and employees.</p>
CHAIRED BY	<p>SVHNS, Executive Director of People & Culture, or their delegate.</p> <p>The Chairperson is responsible for:</p> <ul style="list-style-type: none"> • Guiding the meeting according to the agenda and time available • Approving the agenda and meeting minutes prior to distribution • Ensuring new members are appropriately inducted onto the Committee

<p>SECRETARIAT (EA to Executive Director People & Culture)</p>	<p>SVHNS will provide secretarial support, which will include keeping minutes and preparing meeting agendas, which should be sent out to members at least one week prior to the scheduled meeting.</p> <p>Members of the JCC should notify agenda items at least two weeks prior to the scheduled meeting. Meeting minutes will be distributed seven days after the meeting.</p> <p>Where a union head office representative cannot attend a meeting and a local nominee attends, instead the minutes will be forwarded to the union head office.</p>
<p>MEMBERSHIP</p>	<p>The JCC membership will be comprised of:</p> <ul style="list-style-type: none"> • The Chief Executive (CE) or Chief Operating Officer (COO) of SVHNS and Executive Director People & Culture and other Health Service Management deemed necessary by the CE or COO to give full and proper effect to outcomes or matters agreed to be actions • The respective union head office representatives or nominees, including a representative or nominee of the trades group of unions and • Up to four workplace delegates each from the HSU, NSW-NMA-NSWNMA and ASMOF and one delegate representing the trades group of unions <p>Alternative representatives may be nominated but the parties should attempt to achieve continuity of representation.</p> <p>SVHNS management and health unions will determine their representatives to the JCC.</p> <p>The Committee may, at its discretion allow non-member observers and advisors to attend meetings of the Committee to facilitate the process where certain specialist advice is required.</p>
<p>QUORUM</p>	<p>A quorum shall consist of a minimum of half of the Committee membership plus one <u>and to comprise of at least a representative(s) from each health union-</u></p>
<p>FREQUENCY</p>	<p>The JCC will meet at least quarterly and should be scheduled in a way to maximise the ability of participants to attend.</p> <p>Health Unions and SVHNS Management can seek a</p>

	<p>special meeting, where the circumstances so warrant, by notifying the Chairperson of the request for such a meeting with 14 days' notice (unless otherwise determined by JCC). The parties must mutually agree to convene a special meeting, with agreement not being reasonably withheld. It is anticipated that more frequent JCC meetings will be convened at times of significant change.</p> <p>Where a major issue is identified by the JCC as requiring further consideration, the JCC may, by mutual agreement of the parties establish a special ad hoc committee with a specified task and timeframe of operation. Such a committee would consider the issue referred to it and report and/or make recommendations to the JCC.</p>
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